



Instructions for customer use of Field ID RFID inspection and safety asset management system.

1. At the top of the page click on the “**Reporting**” icon:

At this page you will have access to all of your inspection data by entering any of the following information

- **RFID Number**
- **Reel/ID (serial) Number**
- **Inspection Book Name**
- **A specific date range or none at all for a wide open search of all your data.**

You will have the ability to customize a report and any of the columns you’re interested in. Once you have generated your results you will see a “**Report Settings**” radio button. After you click on it, it will open additional report settings, below you will see another radio button labeled “**Select Columns**” after you click on it, it will open additional column settings. After you select this you will see all data that can be displayed and filtered in the results including:

- **Asset Information**
- **Asset Attributes**
- **Inspection Data**
- **Proof Test Data**
- **Order Information**

Select the columns you would like to see appear on your report and click “**Run**” Your Excel report will contain your customized columns that you have selected.

2. Once you are satisfied with a final report you can either view online or you can export to excel (link at left bottom page) and the report will be emailed to your email address.

For additional assistance, contact Joe Pizzo at 734-947-4000 or jpizzo@cglift.com